



## **Education Manager – Position Description (Part-Time)**

### **About the Organization:**

Junior Achievement’s mission is to inspire and prepare young people to succeed in a global economy and achieve upward economic mobility. Through the power of corporate and community volunteers, we deliver hands-on experiences that equip K–12 students with essential skills in financial literacy, work readiness, and entrepreneurship. JA programs connect classroom learning to real-world application while empowering students to own their economic success.

Junior Achievement of Southwest New England serves seven Connecticut counties (excluding Fairfield County) and is headquartered in Hartford. For five consecutive years, JA USA has recognized our organization for financial stability, student growth, and management excellence. In FY25, we served more than 41,000 students and are on track to reach over 42,000 this year.

JA programming is delivered through in-classroom, site-based, and experiential learning opportunities, supported by a strong network of volunteers, ensuring students gain the skills, confidence, and exposure needed to succeed in school, career, and life.

### **Position Description:**

Reporting to the Director of Education, the Part-Time Education Manager – Specialty Programs is responsible for the implementation, management, and growth of JA’s middle and high school specialty programs. This role plays a critical part in expanding access to high-quality JA experiences that prepare students for future careers, financial capability, and lifelong success.

The Education Manager will build and maintain strong relationships with educators, volunteers, and community partners while ensuring high-quality program delivery aligned with JA USA standards. This position supports programs such as the *JA College Ready Program*, *Stock Market Challenge*, *More Than Money Conference* and other financial literacy and career readiness initiatives, helping students connect classroom learning to real-world opportunities and economic advancement.

### **Duties and Responsibilities:**

#### **Program Implementation & Growth**

- Manage and expand JA specialty programs across the JASWNE service region
- Deliver high-quality programming that advances student learning and supports pathways to career readiness and upward economic mobility
- Ensure fidelity to JA USA program models and quality standards

#### **Partnership Development**

- Build and sustain relationships with educators, school districts and community partners
- Recruit, train and support corporate and community volunteers for in-person and virtual programs
- Collaborate with internal teams to deepen existing partnerships and identify new opportunities for growth

**Volunteer & Program Management**

- Lead volunteer onboarding and training to ensure engaging and impactful student experiences
- Provide ongoing support to volunteers and educators to maintain strong program delivery
- Monitor program quality and troubleshooting challenges to ensure successful implementation

**Data & Administrative Excellence**

- Accurately track programs, volunteers and education data in JA's CRM system
- Maintain strong data integrity to support reporting, evaluations, and grant requirements
- Meet or exceed outcomes for grant-funded initiatives

**Organizational Engagement**

- Support JA events, student experiences, and cross-functional initiatives as needed
- Represent JA through presentations to educators, partners and stakeholders

**Qualifications:**

- Bachelor's degree required
- Experience in non-profit programming and/or education field with proven program implementation experience
- Competitive and results-driven with the ability to motivate others
- Strong relationship management and team building skills with the ability to work with a variety of constituents, including event sponsors, corporate leaders, and individuals
- Excellent organization, presentation, and communication skills
- Proven experience, passion and commitment to providing superior customer service
- Ability to work as a self-starter in a team environment, inspiring others
- Computer literacy, including Microsoft Office, Google Suite and experience with non-profit databases (i.e. BCRM, Raiser's Edge, QGiv, and First Giving)

We actively seek people who bring diverse backgrounds and perspectives to join us in our work. We are dedicated to creating a diverse and inclusive culture where everyone feels welcomed, valued and included. We believe we are stronger as an organization when we embrace the unique attributes, characteristics, abilities, and perspectives of all individuals.

Junior Achievement of Southwest New England offers competitive benefits for part-time employees including a 401k plan with a match (depending on total hours worked) as well as generous Paid Time Off and Paid Holidays in a supportive hybrid work schedule of 3 days per week in the office and remaining days remote.

Resumes will be evaluated on a rolling basis. Please be sure to include a cover letter along with your resume.

**How to Apply:** Please email a cover letter and resume to Julie Armstrong at [jarmstrong@jaconn.org](mailto:jarmstrong@jaconn.org).